
EFFECTIVE

December 1, 2013.

Subject(s)

1. Conversion.
2. Forms.

1) CONVERSION**RFS and RFT**

The software used to write the Reference Schedules and Reference Tables Manuals has changed. As each manual is converted from our old system which was Adobe FrameMaker to our new Microsoft system, it is listed on the Policy News & Tips page. As converted manuals are updated in the Microsoft system they become obsolete in Adobe FrameMaker. Until they are updated they are available in both locations. Historical policy is also available in both locations.

To view the converted policy manuals open them from DHS-Net/Policy News & Tips/Converted Policy Manuals. Job aids to help navigate the new system and to compare features from the old to the new system are also available on the Policy News & Tips page.

2) FORMS**RFF**

The Reference Manual for Forms is obsolete. Form instructions are now included on the form as hidden text. A job aid to view and print documents with hidden text is available on the Policy News & Tips page. Bridges form instructions will be an instructional document only.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Changed Items (content changes) ...**

RFS 106
RFS 107
RFS 108
RFS 111
RFS 120
RFS 205
RFS 206
RFS 305
RFT 100
RFT 101
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